

2010/2011 Business and Personal Finance
 PTB301 - 18 weeks
DoDEA Course Description and Student Competencies

About the Program

Business and Personal Finance prepares students to manage their financial lives. The course sequence focuses on duties and tasks performed by individuals managing their money through spending, saving and investing in order to plan a successful financial future.

Major Concepts/Contents: This course is designed to make students aware of the financial challenges confronting them in daily living. Included will be such topics as how to make intelligent decisions in spending and saving; how to maintain good financial records; how to avoid financial disasters that result from the unwise use of credit and credit cards; information about banking services, insurance choices, and investment choices; and how to prepare income tax forms.

Major Instructional Activities: Instructional activities will be provided in a classroom or a lab utilizing individualized instruction and electronic learning services. Textbooks, workbooks, simulation projects, and appropriate financial software, Internet activities and alternative resources may be used.

Major Evaluative Techniques: Students will be required to demonstrate their mastery of skills through activities, tests, projects, and presentations.

The table below is a competency list for the Business and Personal Finance course. The competencies are considered essential and are required of all students.

PTB301 18 weeks	Business and Personal Finance TASKS/COMPETENCIES
Implementing DoDEA's CTE Course Requirements	
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.
Developing Consumer Skills	
• 004	Examine basic economic concepts and their impact on product prices and consumer spending.
• 005	Identify steps in making a purchase decision, using mathematical skills and a decision-making model as needed.
• 006	Demonstrate comparison-shopping skills.
• 007	Discuss methods of filing personal finance records.
• 008	Examine the impact of advertising and marketing on consumer demand and decision-making in the global marketplace.
• 009	Access financial information from a variety of sources.
• 010	Explain consumer rights, responsibilities, and remedies.
Handling Banking Transactions	
• 011	Describe the types of financial institutions.

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• 012	Examine how financial institutions affect personal financial planning.
• 013	Evaluate services and related costs associated with financial institutions in terms of personal banking needs.
• 014	Differentiate among types of electronic monetary transactions.
• 015	Prepare forms necessary for opening and maintaining a checking and a savings account.
• 016	Reconcile bank statements.
• 017	Compare costs and benefits of online and traditional banking.
Handling Credit/Loan Functions	
• 018	Calculate payment schedules for a loan, using financial calculators.
• 019	Evaluate the various methods of financing a purchase.
• 020	Analyze credit card features and their impact on personal financial planning.
• 021	Identify qualifications needed to obtain credit.
• 022	Identify basic credit and loan laws.
• 023	Complete a sample credit application.
• 024	Identify strategies for effective debt management.
• 025	Explain the need for a sound credit rating.
• 026	Compare the costs and conditions of secured and unsecured loans.
• 027	Explain the implications of bankruptcy.
Earning and Reporting Income	
• 028	Differentiate among sources of income.
• 029	Calculate net pay.
• 030	Investigate employee benefits and incentives.
• 031	Complete a standard W-4 form.
Conducting Tax Functions	
• 032	Describe the types and purposes of local, state, and federal taxes.
• 033	Compute local taxes on products and services.
• 034	Explore potential tax deductions and credits on a tax return.
• 035	Examine a standard W-2 form.
• 036	Complete short federal income tax form (1040EZ or 1040A).
Planning for Personal Financial Success	
• 037	Identify short-term and long-term personal financial goals.
• 038	Identify anticipated and unanticipated income and expenses.
• 039	Examine components and purposes of a personal net worth statement.
• 040	Develop a budget.
• 041	Explain how economics influences a financial plan.
Devising an Investment and Savings Plan	
• 042	Compare the impact of simple interest vs. compound interest on savings.
• 043	Compare and contrast investment and savings options.
• 044	Explain costs and income sources for investments.
• 045	Explore how the stock market allows individuals to invest in stocks, bonds and

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	mutual funds.
Planning Financial Aspects of a Business Enterprise	
• 046	Compare the various types of business ownership.
• 047	Identify sources of financial capital.
• 048	Analyze the impact of the global economy on American business.
• 049	Analyze characteristics of major economic systems.
Exploring Management Functions	
• 050	Analyze the effects of ethics on business and financial management decisions.
• 051	Explain the need for confidentiality.
Developing Career Exploration and Employability Skills	
• 052	Identify characteristics of a successful entrepreneur.
• 053	Explain how the economy benefits from entrepreneurship.
• 054	Investigate career opportunities.
• 055	Create or update a portfolio containing representative samples of student work.